

Engineering Intern

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Division Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: No



POSITION SUMMARY

Performs a variety of internship level technical work in support of the engineering, development, GIS, CAD, and construction inspection functions for the Public Works Engineering Division. Work involves practical application of basic engineering principles and knowledge.

This position is part time with the City of St. Helens/6 months/flexible time

SUPERVISION RECEIVED

Engineering Manager.

SUPERVISION EXERCISED

None.

All work will be reviewed by supervisor or lead for completion, technical accuracy, consistency, and suitability. Technical guidance and training may be provided by senior staff members as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following, but are not limited to:

- Provides office design support and field engineering support for water, wastewater, stormwater, street, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.
- Maintains reports, files, plans, maps, project status reports, as-built records.
- Assists in the preparation of drawings for engineering projects, including maps, graphs, charts, spreadsheets, and as-builts.
- Performs field work necessary for the collection of data for engineering, development and/or GIS studies.
- Assists, as assigned, in the various phases of project design, research records.
- Reviews private project development plans, as assigned, for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Assists in the development, maintenance, and updating various engineering, AutoCAD, and geographic information system databases
- Reviews technical drawings, construction plans, calculations, engineering studies, impact analysis, and reports; gathers data; prepares reports
- Assists in maintaining data layers and spatial data structures using Geographic Information Systems (GIS) and AutoCAD tools and relational databases

- Perform research into public records and other documents pertaining to the project
- Provide staff assistance to the senior Engineering Division staff
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED.
- Currently enrolled in an undergraduate or graduate Civil Engineering program at an accredited University with varied technical engineering related studies and/or work experiences.
- The ability to learn the use of equipment, materials, methods, and procedures used in the City Engineering operations and activities.
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles, practices, terminology, techniques, and instruments related to area of assignment.
- Ability to establish and maintain computerized and manual record keeping systems.
- Knowledge of standard office practices and procedures for maintaining and setting up manual and electronic files.
- Skill in utilizing applicable computer applications effectively in support of functional area.
- Data gathering and research.
- Strong analytic and problem-solving skills.
- Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear and concise records, reports, and files.
- Ability to understand engineering plans, specifications, and other technical documents.
- Ability to operate office equipment and technology tools including personal computers, laptop computers, printers, and large format plotters.
- Ability to establish and maintain positive and cooperative working relationships with other employees and the public
- Physically perform the essential job functions

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment, electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

1. **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
5. **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
6. **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineering Intern job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____